

25X1A6A

FISCAL ACCOUNTING ASSISTANT

GE - 1

25X1A6A

I. DUTIES AND RESPONSIBILITIES

The incumbent of this position will be under the supervision of the Administrative Officer (Authorized Certifying Officer) for the [redacted] Station which renders financial assistance to two sub Bases. The duties and responsibilities are of a general financial nature embodying all functional duties which at a Class A Station may be assigned. Specifically these duties and responsibilities include:

A. Assist in the maintenance of financial records in accordance with regulations and subsidiary ledgers as required and balances same against the Control Ledgers; Specifically:

1. Assists in the preparation of all travel vouchers, TDY and PCS from Headquarters, by giving advice on preparation, proper documentation etc., Reviews finished voucher and makes disbursement.

2. Prepares vouchers covering disbursement of funds. This includes currency conversions and preparation of proper documents for the transfer of accounts (T/A's) to other Stations/Bases or Headquarters.

3. Posts transactions to allotment control and subsidiary ledgers, assuring that they are in balance at all times.

4. May participate in, or prepare if required, large portions of the monthly accounting reports to be submitted to Headquarters.

5. May, contingent upon workload or staffing, prepare journal vouchers for receipts, issues and adjustments pertaining to financial control of property and record such vouchers in General Ledger Accounts.

6. Reviews transactions to assure that proper object class code has been affixed. This is done for Control purposes, and

7. May initiate correspondence to other Stations/Bases and/or Headquarters, in connection with financial matters as required.

25X1A6A

FISCAL ACCOUNTING ASSISTANT
GS - 7
Page 2

B. Reviews and files Agency Regulations, Handbooks and correspondence. Logs in accountings and receipts, maintains various files.

C. Performs typing duties for the [redacted] and other related duties as assigned.

25X1A6A

II. SUPERVISION AND GUIDANCE RECEIVED

Receives general administrative and technical supervision from the Administrative Officer (Authorized Certifying Officer).

III. QUALIFICATIONS

[redacted] Fiscal Accounting Assistant.

IV. DISTINGUISHING FEATURES

Subject position is expected to consist primarily of basic accounting functions with completed work subject to review and analysis by incumbents of higher graded positions. Decisions rendered at this level are restricted generally to those involving the accuracy of routine everyday transactions.

In comparison with next higher graded position this position is confined to the GS-07 level by concentration of activity upon the more repetitive and routine functions, the lack of authority to operate independently, and the lack of any supervisory responsibilities. Responsibility to participate in budget preparation is limited to the necessary clerical aspects of compilation. The very nature of the duties of this position are narrower in scope and complexity than the next higher level.

~~SECRET~~

25X1

Approved For Release 2003/04/17 : CIA-RDP80-01240A000200060018-6

Approved For Release 2003/04/17 : CIA-RDP80-01240A000200060018-6

~~SECRET~~

13 MAY 1959

MEMORANDUM FOR: Chief, Salary and Wage Division

THROUGH: Chief, WH Support

SUBJECT: Proposed GS-7 Fiscal Accounting Assistant -

25X1A6A

REFERENCE: A. Dispatch [] dated 31 December 1958
B. Comptroller's Memorandum dated 16 March 1959

25X1A6C

1. Attached is a rewrite of the proposed position description forwarded with Reference B covering the proposed GS-7 Fiscal Accounting Assistant in the []

25X1A6A

25X1A6A

2. A current review of the [] activities has been made and is furnished below:

- a. Cash on Hand
- b. Expenditures (average 1 Nov. 1958 - 30 April 1959)
- c. Employees Service []
the number of []
- d. Projects and Activities
- e. Value of Property on Hand (Inventory of property on hand now in process in order to establish on the financial record)

[]

25X1A1A

25X9A2

3. It is recommended that favorable consideration be given to this request as we believe the duties and responsibilities currently assigned to the finance group at this station warrant favorable consideration of this position.

4. If there are any questions regarding the attached proposal, do not hesitate to call the undersigned or the Acting Chief, Finance Division.

[]

E. R. SAUNDERS
Comptroller

FOIAB3B

Attachment:
Proposed Position Description

Distribution:

- Original and 1 - Addressee
- 1 - WH Support
- 1 - Comptroller
- 2 - Finance Div.

AC/FD/ []

11 May 1959

25X1A9A

~~SECRET~~